

**From:** Pauline Chan  
**To:** [Jose Gonzalez](#)  
**Cc:** [Julie Amaya](#); [Jessica Wethington Mclean](#); [Rena Leddy](#)  
**Subject:** Re: Broadway Streetscape Dress Rehearsal --REvised  
**Date:** Tuesday, January 10, 2017 5:07:31 PM

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Hi Jose,

Thank you for inquiring. We are checking on the status of the agreement. The agreement is not valid until the City Clerk has signed it and assigned it a contract number. We will notify you when that happens and provide you with the fully executed original.

Please know that the reimbursable work cannot begin until the contract is officially approved.

Pauline

On Mon, Jan 9, 2017 at 10:32 AM, Jose Gonzalez <[jose@fashiondistrict.org](mailto:jose@fashiondistrict.org)> wrote:

Hi Julie and Pauline

Were you able to get our agreement signed?

Can we submit our invoice for January 2017?

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**From:** Jose Gonzalez [mailto:[jose@fashiondistrict.org](mailto:jose@fashiondistrict.org)]  
**Sent:** Wednesday, November 30, 2016 12:11 PM  
**To:** 'Julie Amaya' <[julie.amaya@lacity.org](mailto:julie.amaya@lacity.org)>; 'Pauline Chan' <[pauline.chan@lacity.org](mailto:pauline.chan@lacity.org)>  
**Cc:** 'Jessica Wethington Mclean' <[jessica.wethingtonmclean@lacity.org](mailto:jessica.wethingtonmclean@lacity.org)>; Rena Leddy ([rena@fashiondistrict.org](mailto:rena@fashiondistrict.org)) <[rena@fashiondistrict.org](mailto:rena@fashiondistrict.org)>  
**Subject:** FW: Broadway Streetscape Dress Rehearsal --REvised

Hi Julie and Pauline

Our insurance broker just updated our insurance information on Track4LA.

The Certificate Approval numbers are:

108897 for GL and Auto Ins

100250 for Workers Comp Ins

There are 2 separate certificates because we use 2 different insurance brokers.

Jose Gonzalez

Finance Manager

LA Fashion District BID

Tel [213 488-1153 ext. 711](tel:213-488-1153)

Fax [213 488-5159](tel:213-488-5159)

Email: [jose@fashiondistrict.org](mailto:jose@fashiondistrict.org)

**From:** Julie Amaya [<mailto:julie.amaya@lacity.org>]

**Sent:** Tuesday, November 29, 2016 2:11 PM

**To:** Rena Leddy <[rena@fashiondistrict.org](mailto:rena@fashiondistrict.org)>

**Cc:** Jessica Wethington Mclean <[jessica.wethingtonmclean@lacity.org](mailto:jessica.wethingtonmclean@lacity.org)>; Pauline Chan <[pauline.chan@lacity.org](mailto:pauline.chan@lacity.org)>

**Subject:** Re: Broadway Streetscape Dress Rehearsal -- Liability Insurance

Hi Rena

Attached is the revised agreement with the new amount. We need 3 copies.

Thanks!

On Mon, Nov 28, 2016 at 11:46 AM, Rena Leddy <[rena@fashiondistrict.org](mailto:rena@fashiondistrict.org)> wrote:

Hi Pauline and Julie,

On page 13 in the contract, the amount to be billed is the 2016 amount per Exhibit C, however, we will begin billing the 2017 amount per Exhibit C. Please advise me on whether that number on page 13 needs to be changed.

Please let me know ASAP. I also need to know how many original signed copies you need sent over to you.

Thanks,

Rena

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**From:** Rena Leddy  
**Sent:** Monday, November 21, 2016 4:36 PM  
**To:** 'Julie Amaya' <[julie.amaya@lacity.org](mailto:julie.amaya@lacity.org)>; Blair Besten <[blair@historiccore.bid](mailto:blair@historiccore.bid)>; Suzanne Holley <[SHolley@downtownla.com](mailto:SHolley@downtownla.com)>  
**Cc:** Jessica Wethington Mclean <[jessica.wethingtonmclean@lacity.org](mailto:jessica.wethingtonmclean@lacity.org)>; Pauline Chan <[pauline.chan@lacity.org](mailto:pauline.chan@lacity.org)>  
**Subject:** RE: Broadway Streetscape Dress Rehearsal -- Liability Insurance

Hi Julie and Pauline,

I have signed the contract. We are also working with our insurance company to submit what is needed and submitting it via Track4LA.

Should I mail you the hard copy of the signed contract?

Thank you!

Rena

**From:** Julie Amaya [<mailto:julie.amaya@lacity.org>]  
**Sent:** Thursday, November 17, 2016 8:09 AM  
**To:** Blair Besten <[blair@historiccore.bid](mailto:blair@historiccore.bid)>; Rena Leddy <[rena@fashiondistrict.org](mailto:rena@fashiondistrict.org)>; Suzanne Holley <[SHolley@downtownla.com](mailto:SHolley@downtownla.com)>  
**Cc:** Jessica Wethington Mclean <[jessica.wethingtonmclean@lacity.org](mailto:jessica.wethingtonmclean@lacity.org)>; Pauline Chan

<[pauline.chan@lacity.org](mailto:pauline.chan@lacity.org)>

**Subject:** Re: Broadway Streetscape Dress Rehearsal -- Liability Insurance

Hi Everyone,

Attached is a copy of the revised agreement.

Thanks!

On Wed, Nov 16, 2016 at 5:07 PM, Pauline Chan <[pauline.chan@lacity.org](mailto:pauline.chan@lacity.org)> wrote:

To All,

This is a bit of good news--you will notice that the new insurance form Monica Dove just attached has fewer requirements than the exhibit attached to the agreement. There is no longer a requirement for having professional liability or property insurance. However, insurance is still required for workers' compensation, general liability, and automobile liability.

Julie will send you the revised agreement with this less stringent insurance requirement early tomorrow. Thank you.

Pauline

On Wed, Nov 16, 2016 at 2:05 PM, Monica Dove <[monica.dove@lacity.org](mailto:monica.dove@lacity.org)> wrote:

Thank you, Pauline.

Evidence of coverage for the proposed agreement (i.e. Broadway Streetscape Master Plan Dress Rehearsal) must be per the attached Form Gen 146 – *Required Insurance and Minimum Limits*.

Thanks.

Monica

On Wed, Nov 16, 2016 at 12:54 PM, Pauline Chan <[pauline.chan@lacity.org](mailto:pauline.chan@lacity.org)> wrote:

Monica, Attached is the proposed maintenance agreement for Broadway Dress Rehearsal that we are trying to execute. Did you mean you want to see the existing agreement with the BID for their basic services?

Blair, If so, can you email the existing agreement (incl. scope of work) as requested in my previous email?

On Wed, Nov 16, 2016 at 12:46 PM, Monica Dove <[monica.dove@lacity.org](mailto:monica.dove@lacity.org)> wrote:

Hi Jessica,

The Dress Rehearsal Maintenance Agreement contains additions not included in the existing agreement. For clarity, can you please provide a copy of the Dress Rehearsal Maint. Agreement?

Thanks much.

Monica

On Wed, Nov 16, 2016 at 9:39 AM, Blair Besten <[blair@historiccore.bid](mailto:blair@historiccore.bid)> wrote:

Thanks, Jessica. That is true. Perhaps the only addition is the planter maintenance but that is not so far outside of our scope and should hold no more liability than maintaining garbage cans in the public right of way.

[Blair Besten](#)  
[Executive Director](#)  
[209-211 W 5th Street](#)  
[Los Angeles, California 90013](#)  
[p 213.488.1901](#)  
[HistoricCore.BID](#)  
FOLLOW US ON:  
[facebook / twitter / instagram](#)  
24HR HOTLINE:  
[213/239-8336](#)

On Tue, Nov 15, 2016 at 5:59 PM, Jessica Wethington Mclean  
<[jessica.wethingtonmclean@lacity.org](mailto:jessica.wethingtonmclean@lacity.org)> wrote:

The specific nature of the dress rehearsal would not have been included because it didn't exist at the time insurance was purchased, but the activities being done - cleaning, graffiti removal, maintenance, etc are all exactly what the BID does on public areas already. Can you let me know who the risk management person is who reviewed this because it seems they are not clear on what's being done -- it's no different than what the BIDs already do.

-

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**Jessica Wethington McLean**

Executive Director, Bringing Back Broadway  
Director, Downtown Economic Development  
Producer / Festival Director, [Night on Broadway](#)

Office of City Councilmember José Huizar  
200 N. Spring Street #465, Los Angeles, CA 90012  
[Jessica.WethingtonMcLean@lacity.org](mailto:Jessica.WethingtonMcLean@lacity.org) | [213-473-7014](tel:213-473-7014)

On Tue, Nov 15, 2016 at 11:30 AM, Pauline Chan  
<[pauline.chan@lacity.org](mailto:pauline.chan@lacity.org)> wrote:

Hi Everyone,

I just got off the phone with LADOT's Risk Manager, Monica Dove. In order for LADOT to consider Blair's proposal to waive the new insurance coverage for the proposed maintenance agreement, LADOT will need the following documents from the Historic Core BID for review:

1. Detailed scope of work under the existing agreement.

LADOT will see if the scope for both existing and proposed agreements are exactly the same in terms of the responsibilities, tasks, extent of the physical area of space to be cleaned, etc. Unfortunately, the existing agreement that I found online (attached in the earlier email) does not describe the scope.

2. Copy of the existing insurance policy describing the coverage for work under the existing agreement.

I will be sending out the final agreements for signatures this afternoon. I am concerned that assessing Blair's insurance question will take longer than what we have time for, if these documents are not readily available for the Risk Manager's review. Hence, I suggest we move forward on executing the agreements keeping the insurance requirement, and allow the Risk Manager to evaluate Blair's request thereafter.

Monica--Please chime in, in case I've missed anything.

Best,

Pauline

On Tue, Nov 8, 2016 at 8:12 PM, Blair Besten <[blair@historiccore.bid](mailto:blair@historiccore.bid)> wrote:

You framed it perfectly. It already exists and the work falls in line with what we are already providing for the city and districts. Seems superfluous.

Sent from my iPhone

On Nov 8, 2016, at 4:55 PM, Pauline Chan <[pauline.chan@lacity.org](mailto:pauline.chan@lacity.org)> wrote:

Hi Monica,

The BID's indicated that they already carry liability insurance as part of an existing agreement with the City. I think they are referring to an existing agreement (e.g., C-123228) (attached) for the "administration of the BID." The question is whether or not the insurance they have under that agreement may be applied to the dress rehearsal maintenance agreement that we are trying to sign ASAP. Can you please let advise? (Blair, Could you correct me or fill in any missing info to my question?)

Thank you!

Pauline

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**Pauline Chan**

Senior Transportation Engineer

Active Transportation Division

Los Angeles Department of Transportation

213.928.9705

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<Fashion Dist BID Agr C-123228 c 11-06-13.pdf>

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--

**Monica Dove**

**Risk Manager**  
Risk Management Division  
Los Angeles Department of Transportation

100 S. Main St.

Los Angeles, CA 90012  
Tel.: [213-972-5954](tel:213-972-5954)

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**Monica Dove**

**Risk Manager**  
Risk Management Division  
Los Angeles Department of Transportation

100 S. Main St.





























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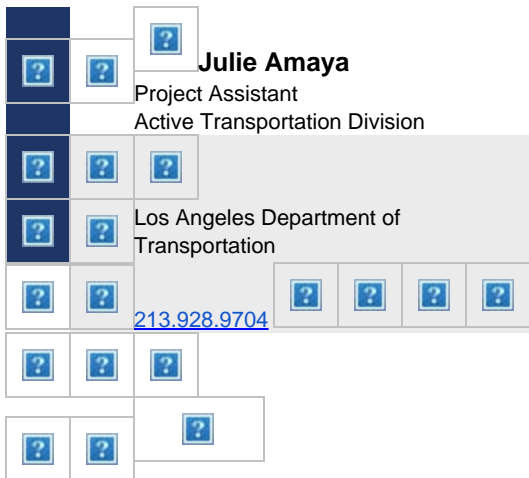
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			<b><u>Julie Amaya</u></b>				
			<u>Project Assistant</u>				
			<u>Active Transportation Division</u>				
							
		<u>Los Angeles Department of</u>					
		<u>Transportation</u>					
		<u>213.928.9704</u>					
							
							
							

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**Julie Amaya**

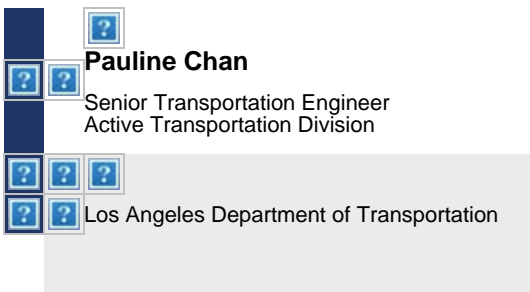
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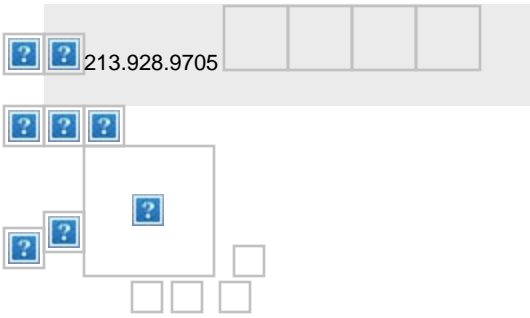
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Los Angeles Department of Transportation



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